



State of California—Health and Human Services Agency
Department of Health Care Services



Edmond G. Brown Jr
Governor

November 29, 2011

CMS Information Notice No.: 11-02

TO: ALL COUNTY CALIFORNIA CHILDREN'S SERVICES (CCS)
ADMINISTRATORS, CHILD HEALTH AND DISABILITY PREVENTION
(CHDP) PROGRAM DIRECTORS, DEPUTY DIRECTORS, MEDICAL
CONSULTANTS, STATE CHILDREN'S MEDICAL SERVICES (CMS)
BRANCH AND REGIONAL OFFICE STAFF

SUBJECT: CMS BRANCH PLAN AND FISCAL GUIDELINES (PFG)

The purpose of this CMS Information Notice is to inform you that the updated CMS PFG is now available on the CMS website. Local programs may download all sections of the manual including forms for the budgets, plan submission, quarterly expenditure invoicing and data collection at

<http://www.dhcs.ca.gov/formsandpubs/publications/Pages/CMSPFG.aspx>.

In addition, templates for the Memorandum of Understanding (MOU) and the Interagency Agreement are available at the same site. The forms on this website are those needed for Fiscal Year (FY) 2011-2012. The FY 2010-2011 version of the PFG with its associated forms is also still available through the internet via CMS Information Notice No.: 10-04.

The PFG is no longer posted by individual Fiscal Year. The PFG will be updated or revised for each upcoming Fiscal Year as programmatic and budget changes occur. Therefore, the PFG is no longer referenced by any designated FY.

The most significant PFG section changes in the current version are as follows:

Section 1

- This section has been significantly revised to reflect organizational changes within the Systems of Care Division (SCD).

Section 4-Data Forms

- The CHDP Target Population has been updated to reflect the latest available data.
- HCPCFC Caseload Data has been updated to reflect the latest available data.

Section 6 - Budget Instructions

- CCS County Staffing Standards Profile has been revised and includes a Staffing Standards Calculator.
- CHDP Foster Care Administrative Match Budget and HCPCFC Budget instructions have been revised accepting clerical support as an allowable personnel expense.

Section 7- Expenditure Claims and Property Management

- Changes have been made to the initial CCS Administrative Expenditure Invoice removing the potential caseload box.

Please submit the CMS Plan and Budget package 60 days after the posting of this CMS Information Notice. Please submit one original and **one copy** of your Plan and Budget to your appropriate CMS Regional Office staff. All pages in the submitted plan must be numbered and dated. Each page must list the name of the county/city. Fully executed Certification Statements may be sent under separate cover after other documents have been submitted.

Performance Measures Reports for FY 2010-2011 are due November 30, 2011. Please submit one original and **one copy** of the Performance Measure Report to your local program's appropriate CMS Regional Office staff.

If you have questions about completing your local program's plan and budget or Performance Measures Report, please contact the appropriate Regional Office staff.

Thank you for your cooperation during this difficult budget cycle.

Original Signed by Louis R. Rico

Louis R. Rico, Chief
Systems of Care Division